

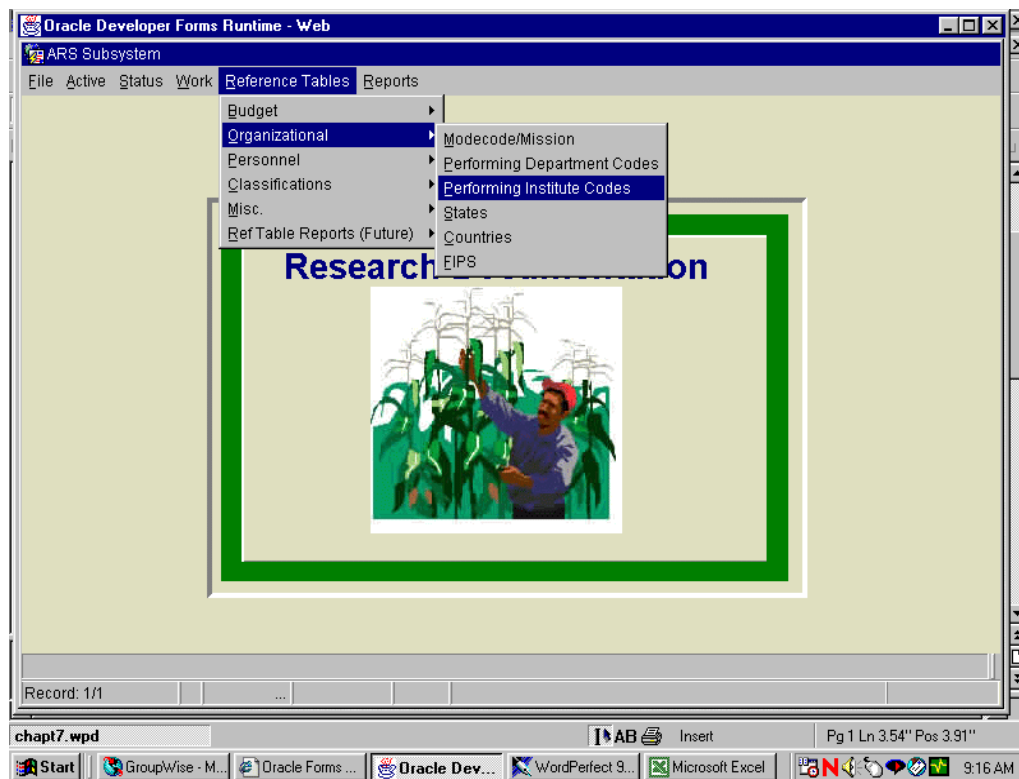
## Chapter 7. Performing Department/Institute Codes

The Performing Department and Performing Institute codes identify the organization performing the research. The system automatically inserts your location Performing Institute code in the AD 416. If the system generated codes are incorrect, they should be replaced with the correct codes for that specific project.

For inhouse research (inhouse “D” and Reimbursable and Trust agreements), the Performing Institute code must always be Agricultural Research Service for your specific location. For Extramural research, the performing institute code can never be Agricultural Research Service.

### *Performing Institute Codes*

In order to find a Performing Institute code, from the Research Documentation screen, click on “Reference Tables,” “Organizational,” and then “Performing Institute Codes” (fig. 1). The Performing Institute reference table will be displayed (fig. 2).



(Fig. 1 - Research Documentation Screen)

In order to search for the desired Institute code, from the Institute Records List screen, click on “Action” and “Query Screen” from the toolbar, which will display a Query screen (fig. 3).

Perf Inst	Institution Name	City	State	ZipCode
<input type="checkbox"/> 0518	677 SOUTH SEGOE ROAD	MADISON	WI	53711
<input type="checkbox"/> 0519	7515 NORTHEAST ANKENY ROAD	ANKENY	IA	50021
<input type="checkbox"/> 0521	BELLE W. BARUCH FOUNDATION	GEORGETOWN	SC	29440
<input type="checkbox"/> 0522	FOSTER-MILLER	WALTHAM	MA	2451
<input type="checkbox"/> 0528	MARICOPA AGRIC CENTER	MARICOPA	AZ	85239
<input type="checkbox"/> 0529	930 NORTH MEACHAM ROAD	SCHAUMBURG	IL	60196
<input type="checkbox"/> 0530	UNIV OF LOS ANGELES	LOS ANGELES	CA	90024
<input type="checkbox"/> 0531	COLORADO STATE UNIVERSITY	GRAND JUNCTION	CO	81503
<input type="checkbox"/> 0532	MONTANA STATE UNIVERSITY	CORVALLIS	MT	59828
<input type="checkbox"/> 0533	AGRICULTURAL RESEARCH SERVICE	OTIS AF BASE	MA	2542
<input type="checkbox"/> 0534	C S AZAD UNIVERSITY	KANPUR		0
<input type="checkbox"/> 0535	NORTH EASTERN HILL REGION	SHILLONG		0

(Fig. 2 - Institute Records List Screen)

Institute Name: michigan?

Perf Institute Code: >0

Institute City:

State Code:

ZipCode:

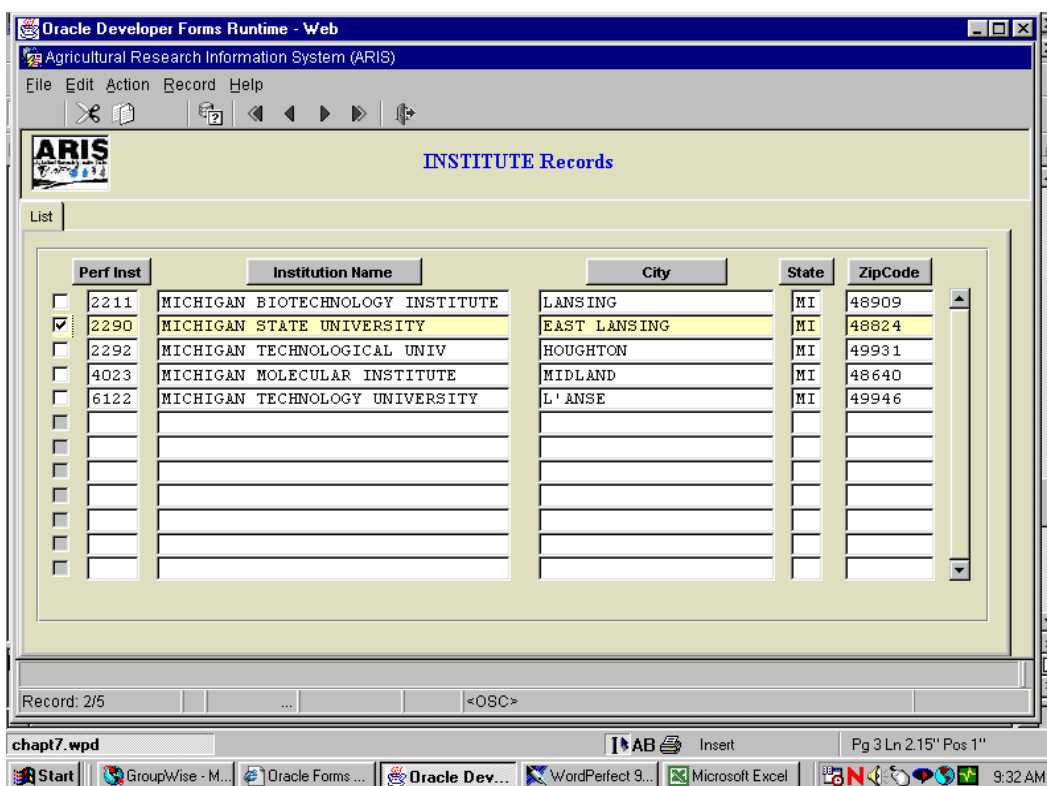
Status: Active

(Fig. 3 - Query Screen for Institute Records)

Enter the information in the query screen to obtain a listing of Institute codes.

For example, to find Michigan State University, you can enter “Michigan?” in the Institute Name field in order to come up with anything that has the word “Michigan” in the name (fig. 3). If you are unsure about the exact name and/or spelling of the whole institute name, you can leave some of the name out and use the “?” at the end of your entry. However, the more correct information entered, the more accurate your search will be.

Once all the information is entered in the query screen, click on the Execute Query button on the toolbar and the listing will be displayed (fig. 4).

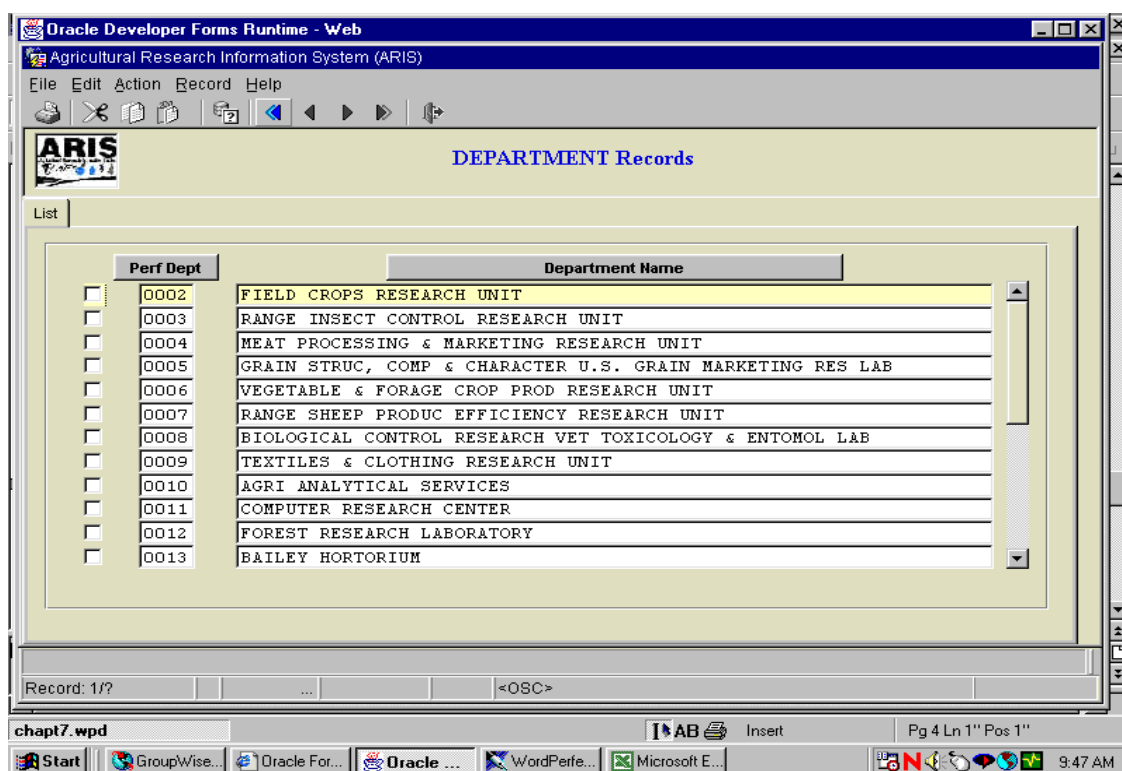


(Fig. 4 - List Screen based on query)

Once you have noted your Performing Institute number, click on the Exit icon from your toolbar to return to the Research Documentation screen.

### ***Performing Department Codes***

In order to find a Performing Department code, from the Research Documentation screen, click on “Reference Tables,” “Organizational,” and then “Performing Department Codes” (fig. 5). The Performing Department records will be displayed. Follow the same instructions as for Performing Institute codes to find the desired Department code.



(Fig. 5 - Department Records List Screen)

**Note:** Performing Institute codes are always required for all types of projects. Performing Department codes are only necessary for Extramural Research (S, C, G, and A type projects), and they are *not a required* field. However, the codes do provide more description as to where and who the project is associated with. So, if the information is available, it is best to enter it on the projects.

### ***Obtaining Institute/Department Codes while in the Work File***

In order to obtain the Performing Institute and/or Performing Department codes while entering or modifying a project, go in your work file and click on the Project Info tab for the specific project you are working on (fig. 6). Then click on the “?” next to the Institute or Department and a listing will be displayed of all the Institute/Department codes. You can scroll up and down the listing, or you can search for the needed code (see Chapter 1 on Searching). Once you find the needed code, click on “OK” and the system will automatically insert the chosen code in the Project Info screen. It will also automatically update the name and address for the new code.

(Fig. 6 - 416 Project Info Screen)

### ***Obtaining New Performing Institute and/or Department Codes***

After searching the Performing Institute and Performing Department Reference tables, if the needed code cannot be found, a new code must be entered. These codes are obtained through your Area Program Analyst (PA).

For a Performing Institute code, submit the exact name of the Institute and the full address, including street address, city, state, and zip code to the PA. If it is an international institute, a zip code is not needed.

For a Performing Department code, submit the exact name of the Department to the PA.

The Area PA will request codes from the Headquarters PA, who will enter the codes in the ARIS system. Once the Headquarters PA enters the codes, the Area Office will be notified of the new Institute and/or Department codes.